

**BY ORDER OF THE COMMANDER,
15TH AIR BASE WING**



AIR FORCE INSTRUCTION 31-501

15TH AIR BASE WING COMMAND

Supplement 1

21 APRIL 2003

Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to all assigned, attached, tenant units and staff agencies associated with the 15th Air Base Wing to include Air Force Reserve. The 15 SFS Personnel Security section (15 SFS/SFAP) conducts operations in support of 15 Air Base Wing, tenant unit, and support agreement mission requirements only. Due to operational, regulatory, and manpower constraints 15 SFS/SFAP does not conduct personnel security operations for other military service branches or non-USAF civilian agencies. This directive applies to all 15 SFS/SFAP assigned duties, responsibilities, and functions to include fingerprinting, training, and program reviews.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. It revises personnel security procedures and updates unit's functional responsibilities. A bar (|) indicates revision from the previous edition.

AFI 31-501, 1 Aug 2000, is supplemented as follows:

3.2.1.1. (Added) Civilian Personnel. The CPF will process initial personnel security investigations requests to OPM on appropriated fund civilian occupying non-sensitive, noncritical sensitive and critical sensitive positions. CPF will update the central adjudication verification system upon submission of initial personnel security investigation (PSI) that is forwarded to OPM. Security Forces will submit all civilian upgraded position coded, reassignment requiring higher security access requirement or periodic reinvestigations to OPM requested by units that meet mission essential needs only.

3.11.5. (Added) Security Managers. Are required to retain all records pertaining to a interim security clearance request approved by the unit commander detailed of the requirements of DOD 5200.2-R, para 3-401 have been met.

3.11.6. (Added) Commanders. May grant interim TS access for period of 180 days for deployment purposes with extensions, if necessary. The record of interim must be annotated in JPAS, if not available then documentation is required. The interim TS access is discontinued upon return to home station.

NOTE: SSBI request are not authorized for AF Deployments, only exceptions considered are Joint contingencies and Joint theater deployments.

3.27.3.4.1. (Added) Security Managers. Unit security managers initiate a local files check (LFC).

3.27.3.5.2.1. (Added) Security Managers. Local files check for interim AIS access on all newly AF appropriated, NAF Civilians and Contractors to last over 180-day appointment pending completion of a favorable NAC will be accomplished on a AF Form 2583, Personnel Security Action. (See [Attachment 1](#))

3.27.3.6.2.1. (Added) Local files check also must be accomplished for all AF Appropriated and NAF Seasonal or Summer Hire Employee, temporary hires and volunteers for employment to last under 180 day or less appointment that are exempt from submitting a National Agency Check (NAC) or equivalent IAW AFI 33-202/PACAFSUP1, para 3.5.1.1.

5.1.1.2. (Added) Unit. The unit commander must appoint Security Managers in writing and ensure each designated official has a favorable NACLC or ANACI and completes the Security Manager's training course hosted by the 15 SFS when tasked to manage the unit's Personnel Security Program.

5.1.1.2.1. (Added) Security Managers. Must acquire access to a Central Adjudication Verification System (CAVS) to gain span of control and manage the unit's CAVS rosters, reports, research eligibility, recertifications, interim clearance access, personnel gains and losses, identify periodic reinvestigations and personnel security investigations status. Security managers will utilize the CAVS to track and control unit's overdue periodic reinvestigations.

5.1.1.2.2. (Added) Security Managers. Ensure SF 312, Classified Information Non-disclosure Agreements (NDA) is updated into CAVS after initial security clearance eligibility becomes adjudicated by the AFCAF. Forward all military personnel SF 312 signed originals are sent to: HQ AFPC/DPSAMI, 550 C Street West, Suite 21, Randolph Air Force Base, Texas 78150-4723. DAF civilians must be forwarded to the local Civilian Personnel Flight for filing in the individuals Official Personnel Folder (OPF).

5.1.1.2.3. (Added) Military and Civilian Personnel Flight to include unit Security Managers will notify the 15 SFS Personnel Security office when personnel PCS, PCA, separate, pending discharge, or are being discharged as result of punitive action.

5.6.1.1. (Added) Security Managers. Notifies individuals requiring a Periodic Reinvestigation to complete the personnel security questionnaire in a timely manner. (See [Attachment 2](#) for sample memorandum)

7.1.2.5. (Added) Unit. If the position code requires a change, the unit commander submits an authorization change request through the respective Manpower Office to update the Personnel Data System (PDS) affecting the Unit Manpower Document (UMD) and Unit Manning Personnel Record (UMPR). Selected groups outside of the Air Force Specialty Codes will require a 3-Star/Civilian Equivalent to certify the position requirements before the servicing Manpower office code the position on the UMD. ([Attachment 3](#))

7.1.2.5.1. (Added) Commander. Will evaluate and annotate review of unit position codes on a current unit CAVS roster, Unit Manpower Document or Unit Manning Personnel Record annually. The original

review will be maintained with the units Personnel Security Program and a copy will be forwarded to 15 SFS/SFAP.

7.4.2.5.1. (Added) All CAVS user must have at the minimum of a favorable ANACI or NACLC to have account access granted to the Joint Personnel Automated System (JPAS). To achieve account access, one must pass the Web based Security Management course located at: <https://jpas.osd.mil> and provide the 15 SFS/SFAP a copy of certification of completion from JCAVS.

7.4.6. (Added) Security Managers. Will submit a unit CAVS roster and forward a listing of personnel requiring PRs and annotation of PRs status to the Personnel Security Program Manager (PSPM).

8.2.1.6.2. The 15th Mission Support Squadron Relocations (15 MSS/DPMAR) section will provide a copy of the AF Form 899, Request and authorization for Permanent change of Station to 15 SFS/SFAP.

8.2.3.2. As a minimum, the following documents must accompany the "Request for Establishment of Security Information File" letter as attachments: Adverse Security Determination letter; AF Form 2587, Security Determination Statement; AF Form 2586, Unescorted Entry Authorization Certificate (if not applicable, so state in letter content) and Notification of Suspension of Access.

8.2.2.10.1. Commanders or their designees will submit to 15 SFS/SFAP in writing a 30-day status update on open Security Information Files (SIF), until all local actions are completed.

8.2.2.10.2. Commanders or their designees will notify 15 SFS/SFAP immediately if there has been a change in status of a Security Information File (e.g., discharge, retirement, separation, court martial, confinement, demotion, etc.).

11.1.5.2.1. (Added) A self-inspection will be conducted semiannually to evaluate personnel security program effectiveness. Commanders must evaluate and annotate the unit semi-annual security manager self-inspection. **NOTE:** Security managers should not conduct self-inspections themselves, but have a disinterested person perform the inspection. (See [Attachment 4](#)) (Added)

13. (Added) The 15 SFS/SFAP will conduct fingerprint services to accommodate all personnel security investigations requested by the unit security managers, Human Resource offices (i.e. CPF or SVCS HRO), DD Form 1833, Isolated Personnel Report (ISOPREP), military requiring naturalized certificates, and assigned base contractors sponsored by a unit security manager.

13.1. (Added) Those individuals requiring a State Criminal History Repository (SCHR) attach to provisions with childcare must provide the additional fingerprint cards pertaining to the state requirements. All other fingerprinting request will be dealt on a case-by-case basis and approved by the PSPM or Superintendent of SFA.

A23.1.1. Those designated to sign block #14 of the AF Form 2583, Request for Personnel Security Action (unit commander, staff agency chief, or security manager) must review the members personnel information files (PIF) for possible evidence of a Unfavorable Information File (UIF), prior to requesting a personnel security investigation. Enter any derogatory results from these reviews in remarks under Section VII of the form.

A23.1.2. (Added) All PSI requested outside of the unit position code requirement will include the reason of request on the AF Form 2583 in the remarks of section VII, block #30 such as PCS Security Requirements that is directed from Military Personnel Flight.

A23.1.3. (Added) Security Managers. Will maintain the original AF Form 2583 in the Personnel Security program files until the individual's personnel security investigation has been acknowledge adjudicated in the central adjudication verification system.

Attachment 1

REQUEST FOR PERSONNEL SECURITY ACTION									
AUTHORITY: 10 U.S.C. 8012; 44 U.S.C. 301; and EO 9397.									
PRINCIPAL PURPOSES: To identify investigation, security clearance, unescorted entry requirements, and special access program authorizations.									
ROUTINE USES: To request personnel security investigations, Record emergency or limited access authorization, entry to restricted areas, and to record special access program authorizations. SSN is used for positive identification of the individual and records.									
DISCLOSURE IS VOLUNTARY: Failure to information and SSN could result in assignment to less sensitive duties.									
I. IDENTIFYING INFORMATION									
1. NAME (<i>Last, First, Middle, Maiden</i>)					2. ORGANIZATION OR FIRM SPONSOR				
3. GRADE		4. SSAN			5. CITIZENSHIP				
					US CITIZEN		IMMIGRANT ALIEN		NON US-NATIONAL
6. DATE OF BIRTH					7. PLACE OF BIRTH (<i>City, State, Country</i>)				
II. INVESTIGATION, CLEARANCE, ELIGIBILITY, ENTRY and ACCESS REQUIREMENTS									
8. INVESTIGATION REQUIREMENT					9. INVESTIGATION CLEARANCE ENTRY AND ACCESS REQUIREMENTS				
NATIONAL AGENCY CHECK (NAC) or (NACLC) or (NACLC-PR)					ONE TIME ACCESS		LIMITED ACCESS		
NATIONAL AGENCY CHECK WRITTEN INQUIRES (NACI) or (ANACI) or (ANACI-PR)					INTERIM CLEARANCE		SPECIAL ACCESS		
BACKGROUND INVESTIGATION (BI) (Do not Use this Block)					FINAL CLEARANCE		UNESCORTED ENTRY		
SPECIAL BACKGROUND INVESTIGATION (SBI) or (SSBI)					TOP SECRET		PRIORITY "A"		
BI PERIODIC REINVESTIGATION (PR) (Do Not Use This Block)					SECRET		PRIORITY "B"		
SBI PERIODIC REINVESTIGATION (PR) (SSBI-PR)					CONFIDENTIAL		PRIORITY "C"		
III. LOCAL FILES CHECK									
10. TO: 15 MSS/DPC (Suitability Determination) 15 SFS/SFAR (Police Records Check)					11. FROM: Requesting Unit/Duty Phone				
12. DATE		13. TYPED NAME, GRADE, TITLE OF REQUESTER Unit Appointed Security Manager					14. SIGNATURE		
IV. MEDICAL RECORDS CHECK									
15. I CERTIFY a medical records check required by DOD 5200.2R/AFR 205-32, has been completed and no information exists, unless shown Section VII, which would preclude the granting of a security clearance, unescorted entry to restricted areas, or access to special program classified information.									
16. DATE		17. TYPED NAME AND GRADE OF BASE DIRECTOR, MEDICAL SERVICES Non-Applicable					18. SIGNATURE		
V. SECURITY FORCES RECORDS CHECK									
19. I CERTIFY a security forces records check required by DOD 5200.2R/AFR 205-32, has been completed and no information exists, unless shown Section VII, which would preclude the granting of a security clearance, unescorted entry to restricted areas, or access to special program classified information.									
20. DATE		21. TYPED NAME AND GRADE OF SECURITY FORCES OFFICIAL 15 SFS/SFAR. Reports and Analysis, 449-7070					22. SIGNATURE		
VI. ACCESS AUTHORIZATION									
ONE TIME ACCESS		LIMITED ACCESS		CNWIDI		NATO		SIEOP	
								CONTINUING	
								ONE TIME	
23. I CERTIFY the named individual requires access to the above special program(s), meets all investigative and clearance requirements, and has been briefed on program responsibilities as outlined in the governing directive. If applicable, emergency or limited access is necessary and will not endanger the national security									
24. DATE		25. TYPED NAME, GRADE AND TITLE OF APPROVING AUTHORITY					26. SIGNATURE		
27. DATE		28. TYPED NAME, GRADE AND TITLE OF SPECIAL ACCESS PROGRAM CERTIFYING OFFICIAL					29. SIGNATURE		
VII. REMARKS									
30. (If more space is needed, use reverse and show item number being continued) Section I II Self explanatory (provide full middle name) Section III, Security Manager signs and dates after conducting a PIF records check to initiate Personnel Security Action Section V, 15 Security Forces Reports and Analysis sign for Police Records Check. Section VII, Used to identify Interim AIS-III request, when subject does not have a completed NAC for LAN access.									

Attachment 2**SAMPLE PERIODIC REINVESTIGATION NOTIFICATION****Department of the Air Force
Air Force Unit Heading**

MEMORANDUM FOR

FROM:

SUBJECT: Periodic Reinvestigation Notification

1. Your current position sensitivity requires a periodic reinvestigation. In accordance with DOD 5200.2 R, AFI 31-501 you are granted _____ days from the day you sign this letter to complete your Electronic Personnel Security Questionnaire (EPSQ) paperwork.
2. The following must be accomplished within the above given period.
 - a. The completion of a SF 86, Questionnaire for a National Security Position or Electronic Personnel Security Questionnaire and validation form without errors.
 - b. A review conducted by the unit Security Manager:
 1. A printed original signed copy of the SF 86 or EPSQ Form
 2. A Floppy disc with EPSQ information and password
 3. A printed copy of the validation report
3. If you are separating or retiring within 12 months of this request then you will not be required to under go the investigation. Please notify the unit security manager.
4. If you do not complete this package within the timeframe provided above, a Security Information File may be established. This will remove you from all access to classified information or sensitive duties. Your security clearance cannot be immediately restored and this will effect your position of assignment.

Signed by Commander or Designee
Title Block

I received this notification on the below written date and I am aware of my responsibilities.

(Date Received Notification)

(Signature)

Attachment 3**SAMPLE COMMANDER ACTION POSITION CODE CHANGE REQUEST****Department of the Air Force****Air Force Unit Heading**

MEMORANDUM FOR (Respective/Appropriate Manpower)

FROM: Unit Office Symbol

SUBJECT: Request Action Position Code Change

1. Request a position code change for an upgrade to Top Secret for the following:

a. <u>Position</u>	<u>FAC</u>	<u>OSC</u>	<u>GRD</u>	<u>AFSC</u>	<u>Code</u>	<u>Action</u>
0680500	43B100	SFA	SMSgt	3P071	6 (old)	-
0680500	43B100	SFA	SMSgt	3P071	5 (new)	+

b. Justification: The Top Secret clearance is required because the incumbent of this position requires access to Top Secret information during inspections of safes, vaults and classified document reviews for 15 ABW, Tenants and HQ PACAF.

2. Our POC is (name and telephone number).

Commander's Signature Block

Attachment 4

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Unit Security Manager's Self Inspection Checklist (Personnel Security Program)		OPR 15 SFS/SFAP	DATE	
NO	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	ACTION
	DOD 5200.2-R, AFD 31-5, AFI 31-501 and 15 ABW Sup.1			
1	Has the unit commander appointed Security Managers (E5 and above) in writing to manage the unit Personnel Security Program? (AFI 31-501, para 11.1.5.1)			
2	Has the unit Security Manager completed the Security Managers Training Course, hosted by the 15 SFS? (AFI 31-501, Sup.1, para 5.1.1.2)			
3	Does the unit Security Manager have at the minimum an ANACI or NACLC to access the Central Adjudication Verification System (CAVS)? (AFI 31-501, Sup.1, para 5.1.1.2.1)			
4	Does the unit Security Manager ensures that an individual has at least 12 months retainability before an investigation is requested? (AFI 31-501, para A.2.1.1.1.)			
5	Does the unit Security Manager initiate and verify completion of the AF Form 2583, Request for Personnel Security Action to conduct a local files check on each individual requiring submission of Personnel Security Investigation? (AFI 31-501, para A.2.6.)			
6	Is the SF 86, Questionnaire for National Security Position or EPSQ validated without errors and reviewed for proper completion prior to submitting to the supporting authorized requestors? (AFI 31-501, para 5.1.1.1)			
7	Are SF 312, Classified Information Non-disclosure Agreements (NDA) manually updated into CAVS and originals mailed to the appropriate agencies? (AFI 31-501, Sup.1, para 5.1.1.2.3)			
8	Is the AF Form 2583 being maintained in unit Personnel Security program file until the individual personnel security investigation has been adjudicated? (AFI 31-501, Sup 1, para A23.1.3)			
9	Is the CAV system being reviewed and personnel records for a possible Unfavorable Information File (UIF) concerning the member to determine if derogatory information exists when processing the AF Form 2583? (AFI 31-501, attachment 23)			
10	Is the Subject of the Investigation submitting personnel security questionnaires in a timely manner? (AFI 31-501, para 5.6.1)			
11	Has the unit commander determined the level of access necessary for each military and civilian position based on mission needs? (AFI 31-501, para 7.1.2.1)			

AUTOMATED AF FORM 2519, NOV 91(EF)

PREVIOUS EDITION WILL BE USED.

ALL PURPOSE CHECKLIST		PAGE 2 OF 2 PAGES		
NO	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	ACTION
12	If a position code requires a change by the unit commander, was the authorization change request submitted to the appropriate manpower office and servicing security activity? (AFI 31-501, para 7.1.2.1)			
13	Does the unit commander conduct annual reviews to determine the accuracy of position coding to eliminate unnecessary access coding? (AFI 31-501, para 7.2.2)			
14	Are only necessary personnel security investigations submitted to the security servicing activity meet mission essential needs? (AFI 31-501, para 7.1.2.4.)			
15	Is the Central Adjudication Verification System (CAVS) used to validate investigative and clearance data? (AFI 31-501, para 7.4)			
16	Is all unclassified information in CAVS protected according to the requirements for privacy/sensitive information and for official use only (FOUO) in accordance with AFI 33-332? (AFI 31-501, para 7.4)			
17	Does the unit commander determine whether or not to establish a Security Information File (SIF) on a case by case basis within 20 days of receipt of unfavorable information or as soon as possible if SCI access is involved? (AFI 31-501, para 8.2.1.3.)			
18	When submitting a Secret Periodic Reinvestigation (S/PR) 10 years from the date of the previous investigation or reinvestigation, does the EPSQ cover the most recent 7-year period on the residence, education and employment questions? (AFI 31-501, para A2.12.2)			
19	When submitting a Top Secret Periodic Reinvestigation (TS/PR) 5 years from the date of the previous reinvestigation, does the EPSQ cover the most recent 5-year period on the residence, education and employment questions? (AFI 31-501, para A2.12.3)			
20	Is One Time Access approved on the AF Form 2583 by the wing commander or MAJCOM to access classified information at a higher level than authorized by the existing security clearance eligibility during contingencies, or when urgent operational or contractual exigency exists? (AFI 31-501, para 3.15)			
21	Does the unit commander grant in writing interim security clearance for Top Secret or Secret access to classified information when the requirements of DOD 5200.2-R, para 3-401 have been met and maintained on file by the security manager until the security clearance becomes adjudicated? (AFI 31-501, para 3.11)			
22	Are Interim Top Secret security clearances based on the following: Favorable ENTNAC, NAC, NACI, NACIC, NACLC, or ANACI completed. Favorable review of SF 86/EPSQ, Local Files Check and confirmed receipt of SSBI from DSS or OPM? (AFI 31-501, para 3.11.1)			

ALL PURPOSE CHECKLIST		PAGE 3 OF 3 PAGES		
NO	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	ACTION
23	Are Interim Secret security clearances based on the following: Favorable review of SF 86/EPSSQ, Local Files Check and confirmed receipt of NACLC and ANACI form DSS or OPM (AFI 31-501, para 3.11.2)			
24	Are completed investigation reports given the appropriate safeguarding measures in accordance with DOD 5200.2-R, Chapter 10? (AFI 31-501, para 10.3)			
25	Is the oversight of the personnel security program documented in self-inspections, unit inspections, and annual program reviews? NOTE: Security managers should not conduct self-inspections themselves. Commanders must annotate review of self-inspection. (AFI 31-501 para 11.1.5.2)			
26	Does the Commander or staff agency chief with position sensitivity authority to prepare a pre-employment waiver of investigative requirements when he or she determines an emergency exists and a delay in appointment would adversely affect national security? (AFI 31-501, para 3.6.2.)			
27	Are local files checks recorded on AF Form 2583, for Interim AIS (Summer Hires, Volunteers and Contractors)? (AFI 31-501, Appendix A2.6)			
28	Does the security manager maintain or have access to the following publications to include supplements, page changes, policy memorandum, etc.: DoD 5200.2-R, AFI 31-501? (AFI 31-501, para 1.1.1)			
29	Are procedures established to ensure base security clearance processing time meets the 14-duty day goal? (AFI 31-501, para 5.6.1)			
30	Are initial and refresher briefings to individuals with security clearance eligibility are being conducted to execute security knowledge responsibility to meet standards stated in DOD 5200.2-R? (AFI 31-501, para 9.3)			

AUTOMATED AF FORM 2519, NOV 91(EF)

PREVIOUS EDITION WILL BE USED.

William R. Kunzweiler, Colonel, USAF
Commander, 15th Air Base Wing